



May 1995

SECRETARY TO THE PRINCIPAL - HIGH SCHOOL

DEFINITION

Under direction, to act as secretary to the principal of a high school; to relieve the principal of routine administrative and clerical details; to maintain good public relations with students, staff, parents and the general public; and to do related work as required.

EXAMPLES OF DUTIES

Acts as secretary to a high school principal; may transcribe dictation from voice recording equipment; attends meetings, takes notes and prepares minutes; screens visitors and phone calls; maintains the principal's confidential files; makes arrangements for meetings and other functions; interviews callers and confers with parents and teachers in person or by telephone; gives general and specific information to teachers, students and the public on the policies and procedures of the school; may supervise and instruct other clerical employees in their work; assists the principal in the preparation of the annual high school budget; reviews and maintains control of record of balances in individual accounts; dispenses and maintains records for the petty cash fund; assists in preparation of specifications for requested budget purchase items; organizes, types and submits requisitions; prepares and submits time sheets; checks reports, records and other materials for accuracy, completeness and conformity with established standards; composes correspondence or reports on own initiative or from marginal notes or oral or written directions; types letters, circulars, reports and other documents; compiles reports and other materials requiring the use of independent judgment and initiative in assembling and categorizing the data; greets substitute teachers, providing information, assistance and keys; maintains supplies and coordinates and supervises requisitioning, recordkeeping and distribution; submits requests for and follows through on completion of building and equipment repair; may supervise classified staff or office practice students, organizing and delegating work and training and evaluating assigned personnel.

REQUIRED QUALIFICATIONS

Knowledge of:

- Modern office methods and practices, including filing systems, receptionist and telephone techniques and letter and report writing;
- Basic computer skills;
- Requisitioning, payroll and timekeeping practices;
- Correct English usage, spelling, grammar and punctuation;
- Modern office machines and equipment.

Ability to:

- Perform a wide variety of difficult secretarial and clerical duties;
- Assume responsibility and use good judgment in recognizing the scope of authority delegated;
- Understand and apply general directions to specific situations;

Compile and maintain accurate and complete records and reports;
Make arithmetical calculations with speed and accuracy;
Meet with the public tactfully and courteously in situations requiring diplomacy, friendliness and firmness;
Coordinate and supervise assigned staff;
Establish and maintain cooperative working relationships with those contacted in the course of work;
Operate a computer;
Type at a speed of not less than 45 words per minute from clear copy.

Training and Experience:

Four years of secretarial and clerical experience, preferably in a school setting and involving substantial recordkeeping and public contact duties.

